

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the modified payment terms as discussed on [date of discussion]. I appreciate your willingness to accommodate our request for revised terms.

As per our agreement, the new payment terms will be as follows:

- Payment Due Date: [New Due Date]
- Payment Amount: [New Payment Amount]
- Payment Method: [Payment Method]

We believe these adjustments will enhance our partnership and allow us to continue our business relationship smoothly.

Thank you for your understanding and support. If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]